

Instructions for STARS Responsibility Change Request Form

Prerequisites: Users must have an active STARS user ID and password. If the user does not have an ID and password, the user must request a STARS user ID and password through the Management Information Systems Gateway website. This form may only be used to change the responsibilities of existing users.

Step 1 – Download and open Excel Spreadsheet entitled “STARS Responsibility Change Request Form.” This form can be obtained by contacting the STARS Helpdesk or emailing Access-STARS@hq.doe.gov.

Step 2 – Save the file as the name of the specific employee for whom you are completing the form.

- a. You will need to complete this file for every employee who will be a STARS end-user and for whom you approve.
- b. If a STARS end-user has multiple supervisors, please work in conjunction with the employee's other supervisor(s) to complete the tool. This is an important control to ensure that separation of duties remain in force.
- c. Save the document using the following naming convention: employee name underscore date (YYYYMMDD) underscore change . Example: If you are completing a form for Jane Doe on February 14, 2005, save the file as “Jane Doe_20050214_change.xls”

Step 3 - Complete the employee information in cells B7, D7, E7, F7. This includes name, location, and phone and email contact information.

Step 4 – Complete the STARS purchasing responsibilities section. Place your cursor on number 1 in the Requested Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the responsibilities in the Purchasing module, the employee should select either Add or Delete for the appropriate responsibility.

If the employee is requesting access to a responsibility that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 5 – Complete the STARS General Ledger responsibilities section. Place your cursor on number 9 in the Requested Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the responsibilities in the General Ledger module, the employee should select either Add or Delete for the appropriate responsibility.

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Step 6 – Complete the STARS Fixed Asset responsibilities section. Place your cursor on number 18 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the responsibilities in the Fixed Asset module, the employee should select either Add or Delete for the appropriate responsibility.

If the employee is requesting access to a responsibility that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 7 – Complete the STARS Accounts Receivable responsibilities section. Place your cursor on line 21 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change.

Complete this for every line in this block. If an employee requires a change to the responsibilities in the Accounts Receivable module, the employee should select either Add or Delete for the appropriate responsibility.

If the employee is requesting access to a responsibility that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 8 – Complete the STARS Accounts Payable responsibilities section. Place your cursor on line 30 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the responsibilities in the Accounts Payable module, the employee should select either Add or Delete for the appropriate responsibility.

If the employee is requesting access to a responsibility that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 9 – Complete the STARS Web ADI responsibilities section. Place your cursor on number 35 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the responsibilities in the Web ADI module, the employee should select either Add or Delete for the appropriate responsibility.

If the employee is requesting access to a responsibility that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 10 - Complete the STARS Inventory Organization section. Place your cursor on number 37 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the inventory organization, the employee should select either Add or Delete for the appropriate line.

If the employee is requesting access to an inventory organization that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to an inventory organization that has been provided to users at his or her location, a justification statement is not needed.

Step 11 - Complete the STARS Allottee Organization section. Place your cursor on number 51 in the Request Change column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requires a change to the allottee organization, the employee should select either Add or Delete for the appropriate line.

If the employee is requesting access to an allottee organization that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 12 - Complete the STARS Interface responsibility section. Place your cursor on number 73 in the Add/Delete Functional Responsibility column. Using the drop-down arrow, select either Add, Delete or Do Not Change. Complete this for every line in this block. If an employee requests a change to the email notification for interface edits, this should be completed in column F for Email Notification. The employee may select Add, Delete, or Do Not Change for email notification for each interface.

If the employee is requesting access to an interface that is not tied to his or her location, a justification statement should be entered into column G. This statement should explain why this employee requires this responsibility. This should be coordinated with the employee's designated approver. EFASC is the final approver of all STARS responsibility change requests. If an employee is requesting access to a responsibility that has been provided to users at his or her location, a justification statement is not needed.

Step 13- Forward to the Designated Approver for review and approval. Please save the file using the file naming convention outlined in step 2 of this document. Forward the spreadsheet to your designated approver for review. You may wish to print a copy for your records.

Step 14 – Designated Approvers should review submissions. Designated approvers should follow EFASC guidance as contained in Appendix A of this document.

Step 15 – Forward the completed and approved sheet to EFASC for final review. Responsibility change forms may be sent to Access-STARS@hq.doe.gov. EFASC will review the request and approve or reject the request.

- If rejected, the designated approver will be contacted with EFASC's justification. The designated approver may resubmit a corrected form, if desired, following the process described in Step 15.
- If approved, the user and designated approver will receive an email notification that the responsibilities have been made available in STARS.

Appendix A: EFASC Guidance on Appropriate Responsibilities

Segregation of Duties

If you are from:	And you've selected:	And:	We recommend:	Based on:
HQ or Field	PO Entry	AP Invoicing	One or the other - this is a clear problem.	STARS Segregation of Duties guidance
HQ or Field	PO Entry	AP Payments	One or the other - this is a clear problem.	STARS Segregation of Duties guidance
OR	AP Payments	AP Invoicing	One or the other	STARS Segregation of Duties guidance
HQ or Field	Supplier Entry	AP Payments	Not providing AP Payments	STARS Segregation of Duties guidance
HQ or Field	Receivables Establishment and Billing	Collection Processing	One or the other	STARS Segregation of Duties guidance
HQ or Field	AR Roles	AP Roles	Not providing both - AR for AR team members only	STARS/DISCAS guidance

Location Information

Module	If you are from:	And you've selected:	And:	We recommend:	Rationale
PO	Field (except OR)	PO Receiving		Not providing role	Is for HQ and OR only
PO	Field	PO Application with Administration		Not providing role	Is for HQ only
PO	HQ or Field	PO Entry		PO Entry with Interfaces	Should have interface access; only pushes to other modules
PO	HQ or Field	PR Entry	PO Entry	PR and PO Entry with Interfaces	Should have interface access; only pushes to other modules
GL	Field	GL Approver		Not providing role	Is for HQ only; Has access to create FSG reports
GL	Field	FV Budget Approver		Not providing role	Is HQ only
GL	Field	FV Reporting MARS		Not providing role	Is HQ only
GL	Field	HQ Agency Reporting		Not providing role	Is HQ only
GL	Field	DOE Year End Close		Not providing role	Is HQ only
FA	HQ or Field	FA Entry		Providing FA Inquiry	Just look up
FA	HQ or Field	FA Approver		Providing FA Inquiry	Just look up
AR	Field (except SPRO)	Receivable Establishment and Billing		Not providing role	Only for HQ,SPRO
AR	Field (except SPRO)	Receivables Monitoring		Not providing role	Only for HQ,SPRO
AR	Field (including SPRO)	Processing and Public Collections/DOE Receipts		Not providing role	Only for HQ and possibly SPRO
AR	Field	DOE RW Order - AR Set up, DOE Receipts (RW Advance and Collection Processing)		Not providing role	Is HQ only
AR	Field	IPAC w/Inquiry		Not providing role	Is HQ only
AR	Field	ME/YE Close and Reconciliation		Not providing role	Is HQ only
AR	Field	AR Oversight and Management		Not providing role	Is HQ only

AR	Field	AR Configuration Management/User Functional Support		Not providing role	Is HQ only
AP	Field (except OR)	AP Invoicing		Not providing role	Is HQ, OR only
AP	Field (except OR), HQ	AP Payments		Not providing role	Is OR only
AP	Field (except OR), HQ	1099 Processing		Not providing role	Is OR only
AP	Field (except OR)	AP Management		Not providing role	Is HQ, OR only
ORG	Field	DOE Item Master or DOE Role		Not providing role	Is HQ only
Any module	Field	Any role with DOE as org		Not providing role	Is HQ only